

Planning and Resource Council (PaRC)
Wednesday, October 05, 2016
MEETING MINUTES

New Initiative Form: http://www.foothill.edu/staff/irs/New_Initiative_Proposal.pdf

The 2011 Foothill College Governance Handbook states that '*Program Creation is handled similarly to resource allocation of existing programs to ensure the proposed program meets a substantiated student need, is aligned with the College mission and that the College is able to commit to the resource needs of a program before the program is in development stages.*' IP&B felt that a form should be developed and used by faculty and staff who intend to develop a new initiative that has the potential to have a college-wide impact on resources (regardless of funding source), and involves direct service to students. This would include initiatives that recruit students to be part of a distinct activity or service group / cohort.

Ramiel Petros asked for clarification on the reasoning behind adding a new form that would possibly make things more difficult for a new program to get started. It was noted that this approach would allow oversight and identifies support for new initiatives to make sure they are not overlapping with other existing services. This would assist with planning of coordination and is designed to facilitate communication, not build additional barriers to innovation. The main point is to require notification to the various participatory governance groups – it is critical they be aware of upcoming/planned initiatives.

Erin Ortiz (Classified Senate President) suggested adding a section for 'previous history' to the new initiative form to note if there was a prior activity on campus that mapped to or resembled this new initiative.

The four proposals from Integrated Planning & Budget (IP&B) will be presented for 2nd read for approval at the upcoming October 19 meeting.

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PROPOSAL # 4 – NEW INITIATIVE FORM

Clarification on the need for another new form was brought up, as a continuation of the discussion at the previous PaRC meeting. Ramiel Petros asked how this form would establish critical two-way communication and asked for clarification on the current process for someone interested in starting an initiative – who are the key people who need to know about new programs or initiatives? Carolyn Holcroft noted that this proposal was in response to a few issues the College has had in the last few years. While we encourage people to take the initiative to start new programs, departments on campus tend to exist in silos, so when making plans, consideration of how such plans might affect other departments/divisions is not always given. This proposal was modeled after an idea that began in curriculum committee to prevent the overlap of course development and wasting time/resources. This form would serve as an "announcement" of intent to develop a new program. It would then be PaRC's responsibility to look at what areas might be impacted by such an initiative and encourage further outreach or interdepartmental communication – it keeps everyone involved aware and can be used as a catalyst for discussion with management.

Thuy Nguyen noted that she is not necessarily convinced that the new initiative form is needed, but admits that she may need to experience the process as it stands over the course of a year, as there have been losses of communication and confusion regarding resources around several recent initiatives (e.g. Umoja, FYE).

She also noted that there was a lack of communication around STEM Core, as it is grant-funded and when directly to the Board of Trustees – an update was never made at PaRC. She emphasized that she is committed to increasing communication around items discussed at the Board meetings. She noted that she would like to HOLD onto this specific proposal, pending further discussion and/or review.

Andrew LaManque noted that PaRC is a Planning & Resource Council – if an initiative requires resources, PaRC should be somehow involved. He noted that a good litmus test for whether a new initiative should be brought to PaRC for discussion is if there is a planning or funding element to be considered. Another area of discussion is the process in relation to Program Review, as having to fit within the standard Program Review and resource allocation cycle would limit employees and/or students to creating new programs only 1x per year. It was also noted that not everything fits neatly into an existing program review (in terms of department oversight, management, etc.). It was noted that if a funding request is not in a Program Review, it cannot be ranked by OPC. Further discussion is needed.

No approval was reached; this form will go back to IP&B. It was suggested that a mid-year IP&B might be needed, as opposed to waiting until Summer 2017.